Image Description: Centers for Disease Control

Centers for Disease Control

National Center for HIV-AIDS, Viral Hepatitis, STD, and TB Prevention

Enhancing national STD/HIV prevention efforts by promoting holistic, comprehensive, and evidence-informed health and wellness approaches through strategic partnerships

CDC-RFA-PS17-1708

Application Due Date: 05/22/2017

Enhancing national STD/HIV prevention efforts by promoting holistic, comprehensive, and evidence-informed health and wellness approaches through strategic partnerships

CDC-RFA-PS17-1708

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Part I. Overview Information

Applicants must go to the synopsis page of this announcement at www.grants.gov and click on the "Send Me Change Notifications Emails" link to ensure they receive notifications of any changes to CDC-RFA-PS17-1708. Applicants also must provide an e-mail address to www.grants.gov to receive notifications of changes.

A. Federal Agency Name:

Centers for Disease Control and Prevention (CDC) / Agency for Toxic Substances and Disease Registry (ATSDR)

B. Funding Opportunity Title:

Enhancing national STD/HIV prevention efforts by promoting holistic, comprehensive, and evidence-informed health and wellness approaches through strategic partnerships

C. Announcement Type: New - Type 1

This announcement is only for non-research activities supported by CDC. If research is proposed, the application will not be considered. For this purpose, research is defined at https://www.gpo.gov/fdsys/pkg/CFR-2007-title42-vol1/pdf/CFR-2007-title42-vol1-sec52-2.pdf. Guidance on how CDC interprets the definition of research in the context of public health can be found at http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf.

D. Agency Funding Opportunity Number:

CDC-RFA-PS17-1708

E. Catalog of Federal Domestic Assistance (CFDA) Number:

93.978

F. Dates:

1. Due Date for Letter of Intent (LOI): **04/26/2017**

2. Due Date for Applications: **05/22/2017**, 11:59 p.m. U.S. Eastern Standard Time, at www.grants.gov.

3. Date for Informational Conference Call:

04/17/2017

2:00 - 3:00 PM, EST

Conference line - 1-866-817-3655

passcode - 7542241

G. Executive Summary:

1. Summary Paragraph:

In the United States (U.S.), there are an estimated 20 million new STD infections every year and over 1.2 million people currently living with HIV/AIDS. In order to address this public health problem, the CDC has initiated a series of activities aimed at accelerating STD/HIV prevention in the U.S. through a comprehensive and integrated public health approach that focuses on health and wellness frameworks.

This cooperative agreement is intended to support this comprehensive and integrated approach to STD/HIV prevention, which includes empowering individuals throughout the life span to make healthy choices and have healthy relationships as an approach to reducing STDs and HIV in the U.S. This FOA includes coalition management; and the development, promotion and dissemination of health-related materials, resources and tools to the general public and health care providers.

a. Eligible Applicants:	Open Competition
b. FOA Type:	Cooperative Agreement
c. Approximate Number of Awards:	1
d. Total Project Period Funding:	$2,000,000
e. Average One Year Award Amount:	$400,000
f. Total Project Period Length:	5
g. Estimated Award Date:	09/04/2017
h. Cost Sharing and / or Matching Requirements:	N

Part II. Full Text

A. Funding Opportunity Description

Part II. Full Text

1. Background

a. Overview

In the U.S., STD rates present a substantial health and economic burden. Since 2014, gonorrhea rates have risen by 13%, chlamydia rates by 6%, and syphilis by 19%.[1] Currently, there are an estimated 20 million new STD infections each year. These infections can result in long term health consequences including infertility and increased risks for HIV acquisition.[1] Additionally an estimated 1.2 million people are currently living with HIV/AIDS, with over 39,000 people diagnosed with an HIV infection in 2015.[2] The cost of STDs, including HIV, to the U.S. health system is substantial and estimated to be approximately $16 billion annually. STDs/HIV disproportionately affect certain populations, such as adolescents and young adults, men who have sex with men (MSM) and racial and ethnic minorities as a result of behavioral, biological, and cultural reasons as well as social determinants of health. Adolescents aged 15 – 24 years, for example, account for half of the 20 million new STDs that occur in the U.S. each year despite making up just over one quarter of the sexually active population. MSM are disproportionately impacted by syphilis, HIV, and antimicrobial resistant gonorrhea. Racial and ethnic minorities have higher rates of reported STDs than Whites. As mentioned, these disparities exist for a variety of reasons including behavioral, biological and cultural reasons but they are also often correlated with other fundamental determinants of health such as access to quality health care, social discrimination, poverty, income inequality, unemployment and low educational attainment. [1]

As the nation's lead public health agency, the Centers for Disease Control and Prevention (CDC), through its National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP), has a unique responsibility for providing national leadership in the prevention and control of STDs and HIV. NCHHSTP and CDC have initiated a series of activities aimed at accelerating STD/HIV prevention by integrating the core public health elements of STD/HIV prevention into prevailing health and wellness frameworks in the U.S. A comprehensive health and wellness framework to STD/HIV prevention looks beyond just the absence of disease. Rather it takes into consideration a whole person approach which includes the emotional, mental and social well-being of individuals. Additionally, it takes into account the influence of these factors on one's ability to understand and weigh the risks, responsibilities, outcomes, and impacts of sexual actions, and the importance of positive, respectful, and healthy relationships. An essential requirement for integrating

these core elements into a broad health framework is to bring together a range of health and wellness expertise into a coalition that allows for the strategic use of limited resources for STD/HIV prevention for information dissemination, partner engagement and promotion of quality health care that empowers individuals and communities to make choices that improve health and reduce STD/HIV risk.

1. Centers for Disease Control and Prevention. *Sexually Transmitted Disease Surveillance 2015*. Atlanta: U.S. Department of Health and Human Services; 2016.

b. Statutory Authorities

This program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended).

c. Healthy People 2020

This FOA supports the following topic areas of Healthy People 2020:
• Sexually Transmitted Diseases
https://www.healthypeople.gov/2020/topics-objectives/topic/sexually-transmitted-diseases
• HIV
https://www.healthypeople.gov/2020/topics-objectives/topic/hiv
• Family Planning
https://www.healthypeople.gov/2020/topics-objectives/topic/family-planning

d. Other National Public Health Priorities and Strategies

This FOA supports the NCHHSTP Strategic Plan (https://www.cdc.gov/nchhstp/strategicpriorities/) goals to:

- Decrease incidence of infection
- Decrease morbidity and mortality
- Decrease health disparities

Through the following NCHHSTP strategies:

- Increasing knowledge and adoption of healthy behaviors
- Prevention through healthcare

This FOA also supports the National Prevention Strategy priority of Reproductive and Sexual Health (https://www.surgeongeneral.gov/priorities/prevention/strategy/reproductive-and-sexual-health.html).

e. Relevant Work

This cooperative agreement builds on existing goals and activities that support a whole person, life span approach to STD/HIV prevention through the establishment of a coalition of national partners and the development and dissemination of high quality resources and products, online media campaigns, and media engagement.

2. CDC Project Description

a. Approach

Bold indicates project period outcome.

CDC-RFA-PS17-1708: **Enhancing national STD/HIV prevention efforts by promoting holistic, comprehensive, and evidence-informed health and wellness approaches through strategic partnerships**

Bold indicates project period outcome

Strategies and Activities	Short-term Outcomes	Intermediate Outcomes	Long-Term Outcomes
<u>Coalition Maintenance and Management</u> • Assemble a diverse Coalition for the promotion of a comprehensive health and wellness framework for STD/HIV prevention. • Coordinate the promotion of strategies and activities among Coalition members that support a comprehensive health and wellness framework for STD/HIV prevention. • Coordinate communication among Coalition members • Promote the Coalition and its resources to non-members	• **Sustained and broad representation and engagement in Coalition activities by members** • **Sustained retention of members** • **Increase in Coalition members promotion and integration of materials/resources into their existing programs** • High Coalition member satisfaction	• **Increased visibility of the Coalition among national organizations and professional groups**	• Increases in healthy, responsible, and respectful behaviors and relationships that reduce STD/HIV risk
<u>Communications</u> • Monitor media output about comprehensive health and wellness frameworks for STD/HIV prevention • Proactive and reactive media outreach about comprehensive health and wellness frameworks for STD/HIV prevention • Cultivate targeted media and content partnerships • Maintain and cultivate spokesperson network for health	• **Increase in use of the Coalition as a credible media and spokesperson resource by wider range of organizations**	• **Enhanced media coverage of information and resources that support and promote a comprehensive health and wellness framework for STD/HIV prevention** • Increased awareness	

promotion, information dissemination, and partner engagement for STD/HIV prevention Health Care Outreach • Development of new healthcare resources for providers • Promote and disseminate Coalition health care resources to providers	• **Increase use of Coalition materials by provider organizations**	awareness comprehensive health and wellness frameworks for STD/HIV prevention among targeted providers	

i. Purpose

This cooperative agreement is intended to support and expand on the existing efforts that support a whole person, life span approach to STD/HIV prevention, which looks beyond just the absence of disease but takes into consideration the emotional, mental and social well-being of individuals. An essential activity of this effort is a coalition that allows for the strategic use of limited resources for STD/HIV prevention for information dissemination, partner engagement and promotion of quality health care.

ii. Outcomes

The Coalition is intended to galvanize communication and collaboration among organizations working towards similar comprehensive health and wellness goals to reduce STDs/HIV and serve as a resource for non-members, particularly health care providers. The expected short-term outcomes include a high-functioning Coalition and the use of Coalition resources by members and non-members.

Short term outcomes include:

- Sustained and broad representation and engagement in Coalition activities by members
  - High Coalition member satisfaction
  - Sustained retention of existing Coalition members
  - Increase in Coalition members promoting and integrating materials/resources into their existing programs
  - Increase in use of the Coalition as credible media and spokesperson resource by wider range of organizations
  - Increase use of Coalition materials by provider organizations

CDC expects to see evidence of some change to some of the project's intermediate outcomes, particularly those related to media coverage and visibility. These include:

- Increased visibility of the Coalition among national organizations and professional groups
- Enhanced media coverage of information and resources that support and promote a comprehensive health and wellness framework for STD/HIV prevention

The project should contribute to other intermediate and long-term outcomes, such as changes in provider knowledge and awareness of comprehensive health and wellness frameworks for STD/HIV prevention; but those will not be assessed under this particular funding program.

iii. Strategies and Activities

Coalition maintenance and management through:

- Assembly of a diverse Coalition for the promotion of a comprehensive health and wellness framework for STD/HIV prevention
    - Establish and maintain a group of organizations and individuals who demonstrate a commitment to comprehensive health and wellness frameworks for STD/HIV prevention. Organizations and individuals should represent areas of health that address various sexual health related topics including, but not limited to, STD/HIV prevention, reproductive health, sexual violence, and healthy relationships.
    - Ensure diversity in key populations represented by Coalition members including, but not limited to, adolescents, racial/ethnic minorities, men who have sex with men, and health care providers
    - Ensure diversity in geography and national and local representation among Coalition members
- Coordination of the promotion of strategies and activities among Coalition members that support a comprehensive health and wellness framework for STD/HIV prevention.
    - Establish a 5-year operational plan to define Coalition goals and objectives
    - Identify, among Coalition members, a steering committee to provide guidance, advice, and strategic oversight of the Coalition
    - Develop a plan for the transfer of all Coalition materials, websites, assets, etc. to CDC or future grantee at the end of the FOA project period
- Coordinated communication among Coalition members
    - Establish and facilitate routine meetings (telephone, face-to-face, virtual, etc.) among Coalition members
    - Establish and maintain regular updates to members on Coalition activities and outcomes
    - Collect metrics on participation in Coalition meetings by members
- Promotion of the Coalition and its resources to non-members
    - Develop publications, materials or messages that can be used by various audiences (e.g. public, media, professional organizations) to raise awareness about and promote Coalition resources
    - Conduct activities to enhance the awareness of Coalition resources and how materials can be used to reduce STD/HIV risk

Communication activities including:

- Monitoring media output about comprehensive health and wellness frameworks for STD/HIV prevention
    - Collect metrics on promotion or use of Coalition resources or materials by media, including social media
    - Collect metrics on stories, articles, etc., related to the promotion of health and wellness frameworks for STD/HIV prevention by media, including social media
- Proactive and reactive media outreach about comprehensive health and wellness frameworks for STD/HIV prevention
    - Develop and cultivate relationships with media for the inclusion and promotion of sexual health related content including Coalition resources and materials
- Cultivating targeted media and content partnerships
    - Develop and cultivate relationships with content developers and media contributors for the inclusion of STD/HIV related content and Coalition resources and materials into media stories, reports, articles, talking points, posts, etc.
- Maintaining and cultivating spokesperson network for health promotion, information dissemination, and partner engagement associated with STD/HIV prevention
    - Identify and train Coalition members to serve as spokespersons for health promotion and information dissemination STD/HIV health-related topics and Coalition resources

- Collect metrics on requests for and use of Coalition spokespersons by media

Health care outreach by:

- Development of new health care resources for providers
  - Identify gaps in or needed resources by health care providers for the promotion or incorporation of sexual health information, services or resources into service provision or clinical practice
  - Development of health care resources for providers
- Promotion and dissemination of Coalition health care resources to providers
  - Collect metrics on the promotion of Coalition resources to health care providers
  - Collect feedback and use of Coalition materials/resources by health care providers
  - Conduct activities to enhance the awareness of Coalition resources and how materials can be used to improve STD/HIV related health outcomes

1. Collaborations

a. With other CDC programs and CDC-funded organizations:

The awardee will be expected to collaborate with the CDC's Division of STD Prevention. Collaboration with other CDC programs, such as the Division of HIV Prevention, the Division of Adolescent and School Health and the Division of Reproductive Health, as well as with CDC-funded organizations are encouraged. These collaborations can help inform activity focus and direction, identify gaps or synergies, and help to extend the reach and impact of Coalition materials and efforts.

b. With organizations not funded by CDC:

As the main focus of this award is to maintain and coordinate a Coalition of diverse members, the awardee will be expected to form and/or continue strategic partnerships and collaborations with organizations and individuals whose missions or activities address health topics that relate to STD/HIV prevention. Organizations and individuals should support evidence-based health and wellness frameworks for STD/HIV prevention and represent areas of health that address various STD/HIV related topics (e.g. healthy relationships, reproductive health, sexual violence) and key target populations (e.g. adolescents, health care providers). Collaborating organizations and individuals should also have state, local, and geographic representation. Collaborations can include non-government organizations; non-profit organizations; tribes and tribal organizations; schools and universities; other federal, state, or local government agencies; businesses; health care serving organizations such as clinics and hospitals; media; and individuals. Applicants are required to secure and submit a minimum of three letters of support from organizations or individuals with evidence-based expertise as described above. Letters of support are not limited to organizations and individuals that do not receive CDC funding. Organizations and individuals currently receiving CDC funds may provide letters of support. Applicants must file the MOU, MOA or letters of support, as appropriate, and name the file "MOUs/MOAs", and upload it as a PDF file at www.grants.gov.

2. Target Populations

The awardee activities should include or target those populations who are disproportionately affected by STDs and HIV, including adolescents, men who have sex with men, and racial/ethnic minorities, and those who provide them with clinical services. Additionally, the awardee should also seek to include or target underserved populations such as tribal organizations, people with disabilities, ESOL, and people with limited health literacy. The awardee should describe how they plan to address and include disproportionately affected and underserved populations. For additional information about disability inclusion, go to: http://www.cdc.gov/ncbddd/disabilityandhealth/disability-inclusion.html

a. Health Disparities

This cooperative agreement, seeks to reduce health disparities and improve social determinants of health by supporting a Coalition that aims to enhance existing national STD/HIV prevention efforts by promoting more comprehensive, and evidence-informed health and wellness approaches, which take into account both the disproportionate impact of STDs/HIV on certain populations and the interconnectedness of one's health with multiple social, cultural, and environmental factors.

iv. Funding Strategy

NA

b. Evaluation and Performance Measurement

i. CDC Evaluation and Performance Measurement Strategy

The evaluation of the strategies and activities of this FOA include both process and outcome evaluation measures. Process evaluation is conducted to monitor activities during the implementation and operation of a program while an outcome evaluation examines the longer-term successes and accomplishments of a program. Both types of measures will be used to continuously improve program performance. Key evaluation measures are included below. Applicants are encouraged to develop additional measures where applicable. Potential data sources will include technology-based metrics, progress reports (e.g., work plans, performance measures), surveys, and any additional sources that the applicant deems useful.

Activities/Strategies of the project period with process-based and outcome-based key evaluation questions include:

1. Did the awardee maintain and manage a Coalition through

- An assembly of a diverse group of members?
- The coordination of strategies, activities, and communication among Coalition members?
- The promotion of the Coalition and its resources to non-members?

Process measures:

- Number of membership meetings held
- Number of individuals/organizations approached to join the Coalition
- Number of messages, resources or tools developed for dissemination
- Development and dissemination of survey or other means to measure satisfaction among Coalition members

Outcome measures:

- Outcome: Sustained retention of members
    - Measure: Number of members on annual membership lists
- Outcome: Sustained and broad representation and engagement in Coalition activities by members
    - Measure: Number and characteristics of members on annual membership lists
    - Measure: Percentage of members attending virtual or in-person meetings
    - Measure: Percentage of members providing written input into resources and materials when requested
    - Measure: Percentage of members sharing Coalition resources/language, including where and when distributed
    - Measure: Results of annual Coalition membership survey
- Outcome: Increased visibility of the Coalition among national organizations and professional groups
    - Measure: Number of times national organizations and professional groups seeking information, resources, or technical assistance from the Coalition
    - Measure: Number of times national organizations and professional groups using Coalition information, resources, or technical assistance

- Outcome: Increase in Coalition members promotion and integration of materials/resources into their existing programs
    - Measure: Number of members that share or promote Coalition materials
    - Measure: Number of members that integrate materials into their efforts

2. Did the awardee engage in communications through

- The monitoring of media outputs about comprehensive health and wellness frameworks for STD/HIV prevention?
- Proactive and reactive media outreach about comprehensive health and wellness frameworks for STD/HIV prevention?
- The cultivation of targeted media and content partnerships?
- Maintenance and cultivation of a spokesperson network?

Process measures

- Number of messages/communication efforts, when and where they are promoted or disseminated
- Number of members receiving media training
- Number of materials/resources/tools posted to the Coalition website
- Number of social media (e.g. facebook, twitter) posts

Outcome measures

- Outcome: Increase in use of NCSH as credible media and spokesperson resources by wider range of organizations
    - Measure: Number of times the Coalition is contacted by media organizations
    - Measure: Number of times Coalition members who serve as spokespersons
    - Measure: Number of media organizations that use Coalition members as spokespersons or technical experts
- Outcome: Enhanced media coverage of information and resources that support and promote a comprehensive health and wellness framework for STD/HIV prevention
    - Measure: Number of Coalition website hits
    - Measure: Number of downloads of Coalition materials/resources
    - Measure: Other social media metrics (e.g. number of facebook posts/shares/comments)

3. Did the awardee outreach to health care providers through

- The promotion and dissemination of existing resources?
- The development of new health care resources for providers?

Process measures

- Number of times provider resources are promoted, when and where they are promoted
- Number of times provider resources are disseminated, when and where they are disseminated

Outcomes measures

- Outcome: Increase use of NCSH materials by provider organizations
    - Measure: Number of downloads of provider materials and resources
    - Measure: Number of provider organizations promoting Coalition materials/resources to their member.
    - Measure: Number of provider organizations integrating Coalition materials/resources into their

websites, activities or materials.

Data Management Plan: The program activities in this FOA do not meet the criteria for research, thus no generalizable results will be forthcoming. Applicants must submit a Data Management Plan, which should include the following:

- The data to be collected for generated in the proposed project
- Standards to be used for collected or generated data
- Mechanisms for providing access to and sharing data (including provisions for the protection of privacy, confidentiality, security, intellectual property, or other rights)
- Use of data standard that ensure all released data have appropriate documentation that describe the method of collection, what the data represent, and potential limitations for use
- Plans for archival and long-term preservation of the data, or explain why long-term preservation and access are not justified

Proposed programs will adhere to all applicable rules and regulations for human participants in non-research projects. All applicants are responsible for adhering to all federal regulations relevant to information collection, including developing Information Collection Requests in according to the Paperwork Reduction Act.

ii. Applicant Evaluation and Performance Measurement Plan

Applicants must provide an evaluation and performance measurement plan that demonstrates how the awardee will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this FOA. At a minimum, the plan must describe:

- How applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement.
- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, and other relevant data information (e.g., performance measures proposed by the applicant)
- Plans for updating the Data Management Plan (DMP), if applicable, for accuracy throughout the lifecycle of the project. The DMP should provide a description of the data that will be produced using these FOA funds; access to data; data standards ensuring released data have documentation describing methods of collection, what the data represent, and data limitations; and archival and long-term data preservation plans. For more information about CDC's policy on the DMP, see https://www.cdc.gov/grants/additionalrequirements/ar-25.html.

Where the applicant chooses to, or is expected to, take on specific evaluation studies, they should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

Awardees will be required to submit a more detailed Evaluation and Performance Measurement plan, including a DMP, within the first 6 months of award, as described in the Reporting Section of this FOA.

c. Organizational Capacity of Awardees to Implement the Approach

Awardees should have the ability and relevant experience to achieve the goals of the project. Applicants must describe and demonstrate organizational capacity with proposed staffing, organizational structure, staff experience and expertise to carry out all program activities, including partnership building, administrative support, project and financial management, collaboration and coordination. The awardee should have a proven history of successfully gathering, coordinating and sustaining an assembly of organizations and individuals. Applicants should demonstrate and describe their experience supporting comprehensive health and wellness frameworks for STD/HIV prevention. Applicants should also demonstrate and describe their ability to discuss, describe, and support sensitive, and often highly stigmatized, health topics.

- Provide a staffing plan and an organizational chart, including proposed staffing, with roles clearly stated.
- Provide background, experience, and curricula vitae for key staff to indicate ability to carry out the purposes of the program.
- Demonstrate proposed project management's experience, background, and ability to plan, organize, secure and manage resources to successfully accomplish program activities.
- Identify training needs or plan.
- Describe past and current experience assembling and coordinating a diverse, national group of organizations and individuals.
- Describe past and current experience that demonstrates the organization's leadership in the field of sexual health or STD/HIV prevention.
- Describe past and current experience in the development, promotion and dissemination of health-related resources or communication products including health topics considered sensitive or stigmatized (e.g. sex, STDs, etc).
- Describe past and current experience working with media
- Describe past and current experience working with social media
- Describe past and current experience working with health care providers and health care provider organizations

d. Work Plan

The applicant should provide a detailed work plan for the first year of the project and a high-level work plan for subsequent years.

The work plan should include:

Project Period Outcome: *[from Outcomes section and/or logic model]*		**Outcome Measure:** *[from Evaluation and Performance Measurement section]*	
Strategies and Activities	**Process Measure** *[from Evaluation and Performance Measurement section]*	**Responsible Position / Party**	**Completion Date**
1.			
2.			
3.			

4.			
5.			
6			

e. CDC Monitoring and Accountability Approach
Monitoring activities include routine and ongoing communication between CDC and awardees, site visits, and awardee reporting (including work plans, performance, and financial reporting). Consistent with applicable grants regulations and policies, CDC expects the following to be included in post-award monitoring for grants and cooperative agreements:

- Tracking awardee progress in achieving the desired outcomes.
- Ensuring the adequacy of awardee systems that underlie and generate data reports.
- Creating an environment that fosters integrity in program performance and results.

Monitoring may also include the following activities deemed necessary to monitor the award:

- Ensuring that work plans are feasible based on the budget and consistent with the intent of the award.
- Ensuring that awardees are performing at a sufficient level to achieve outcomes within stated timeframes.
- Working with awardees on adjusting the work plan based on achievement of outcomes, evaluation results and changing budgets.
- Monitoring performance measures (both programmatic and financial) to assure satisfactory performance levels.

Monitoring and reporting activities that assist grants management staff (e.g., grants management officers and specialists, and project officers) in the identification, notification, and management of high-risk grantees.

f. CDC Program Support to Awardees (THIS SECTION APPLIES ONLY TO COOPERATIVE AGREEMENTS)
In a cooperative agreement, CDC staff is substantially involved in the program activities, above and beyond routine grant monitoring.

CDC Activities:

- Provide programmatic consultation, technical support and site visits.
- Collaborate with the awardee to ensure that activities advance comprehensive health and wellness frameworks for STD/HIV prevention
- Monitor awardees' progress in achieving goals and objectives through participation in conference calls and review of interim progress reports.
- Participate on committees and related workgroups calls
- Obtain and share relevant literature and available evidence.
- Provide subject matter expertise and input.
- Assist in identifying and recruiting potential Coalition members
- Review relevant Coalition materials

B. Award Information

1. Funding Instrument Type: Cooperative Agreement

CDC's substantial involvement in this program appears in the CDC Program Support to Awardees Section.

2. Award Mechanism: H25

H25: Venereal Disease Control

3. Fiscal Year: 2017

4. Approximate Total Fiscal Year Funding: $400,000

5. Approximate Project Period Funding: $2,000,000

This amount is subject to the availability of funds.

Estimated Total Funding: $2,000,000

6. Total Project Period Length: 5 year(s)

7. Expected Number of Awards: 1

8. Approximate Average Award: $400,000 Per Budget Period

9. Award Ceiling: $0 Per Budget Period

This amount is subject to the availability of funds.

10. Award Floor: $0 Per Budget Period

11. Estimated Award Date: 09/04/2017

12. Budget Period Length: 12 month(s)

Throughout the project period, CDC will continue the award based on the availability of funds, the evidence of satisfactory progress by the awardee (as documented in required reports), and the determination that continued funding is in the best interest of the federal government. The total number of years for which federal support has been approved (project period) will be shown in the “Notice of Award.” This information does not constitute a commitment by the federal government to fund the entire period. The total project period comprises the initial competitive segment and any subsequent non-competitive continuation award(s).

13. Direct Assistance

Direct Assistance (DA) is not available through this FOA.

C. Eligibility Information

1. Eligible Applicants

Eligibility Category: Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field entitled "Additional Information on Eligibility"

Additional Eligibility Category:

2. Additional Information on Eligibility

Domestic institutions or organizations are eligible to apply. Foreign institutions are not eligible to apply. An individual is not eligible to apply for this cooperative agreement. Applicants must propose applications that are specific to one or more of the "Focus Areas of Programmatic Interest" (HIV/AIDS, Viral Hepatitis, STD or TB prevention). Applications that do not comply with this requirement will be determined non-responsive and will not be reviewed.

An application will be deemed nonresponsive if any of the following required documents are missing:

- Letter of Intent
- Project narrative including work plan
- Evaluation and Performance Measurement plan
- Data Management Plan, if applicable
- Budget narrative
- Minimum of 3 letters of support from organizations or individuals with evidence-based expertise as described in Collaborations section

3. Justification for Less than Maximum Competition

N/A

4. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

5. Maintenance of Effort

Maintenance of effort is not required for this program.

D. Application and Submission Information

1. Required Registrations

An organization must be registered at the three following locations before it can submit an application for funding at www.grants.gov.

a. Data Universal Numbering System:

All applicant organizations must obtain a Data Universal Numbering System (DUNS) number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). It will be used as the Universal Identifier when applying for federal awards or cooperative agreements.

The applicant organization may request a DUNS number by telephone at 1-866-705-5711 (toll free) or internet at http:// fedgov.dnb. com/ webform/ displayHomePage.do. The DUNS number will be provided at no charge.

If funds are awarded to an applicant organization that includes sub-awardees, those sub-awardees must provide their DUNS numbers before accepting any funds.

b. System for Award Management (SAM):

The SAM is the primary registrant database for the federal government and the repository into which an entity must submit information required to conduct business as an awardee. All applicant organizations must register with SAM, and will be assigned a SAM number. All information relevant to the SAM number must be current at all times during which the applicant has an application under consideration for funding by CDC. If an award is made, the SAM information must be maintained until a final financial report is submitted or the final payment is received, whichever is later. The SAM registration process can require 10 or more business days, and registration must be renewed annually. Additional information about registration

procedures may be found at ***www.SAM.gov*.**

c. Grants.gov:
The first step in submitting an application online is registering your organization at www.grants.gov, the official HHS E-grant Web site. Registration information is located at the "Get Registered" option atwww.grants.gov.
All applicant organizations must register at www.grants.gov. The one-time registration process usually takes not more than five days to complete. Applicants should start the registration process as early as possible.

Step	System	Requirements	Duration	Follow Up
1	Data Universal Number System (DUNS)	1. Click on http:// fedgov.dnb.com/ webform 2. Select Begin DUNS search/request process 3. Select your country or territory and follow the instructions to obtain your DUNS 9-digit # 4. Request appropriate staff member(s) to obtain DUNS number, verify & update information under DUNS number	1-2 Business Days	To confirm that you have been issued a new DUNS number check online at (http:// fedgov.dnb.com/ webform) or call 1-866-705-5711Image Description:
2	System for Award Management (SAM) formerly Central Contractor Registration (CCR)	1. Retrieve organizations DUNS number 2. Go to www.sam.gov and designate an E-Biz POC (note CCR username will not work in SAM and you will need to have an active SAM account before you can register	3-5 Business Days but up to 2 weeks and must be renewed once a year	For SAM Customer Service Contact https://fsd.gov/ fsd-gov/ home.do Calls: 866-606-8220Image Description:

		on grants.gov)		
3	Grants.gov	1. Set up an individual account in Grants.gov using organization new DUNS number to become an authorized organization representative (AOR) 2. Once the account is set up the E-BIZ POC will be notified via email 3. Log into grants.gov using the password the E-BIZ POC received and create new password 4. This authorizes the AOR to submit applications on behalf of the organization	Same day but can take 8 weeks to be fully registered and approved in the system (note, applicants MUST obtain a DUNS number and SAM account before applying on grants.gov)	Register early! Log into grants.gov and check AOR status until it shows you have been approved

2. Request Application Package

Applicants may access the application package at www.grants.gov.

3. Application Package

Applicants must download the SF-424, Application for Federal Assistance, package associated with this funding opportunity at www.grants.gov. If Internet access is not available, or if the online forms cannot be accessed, applicants may call the CDC OGS staff at 770-488-2700Image Description: or e-mail OGS ogstims@cdc.gov for assistance. Persons with hearing loss may access CDC telecommunications at TTY 1-888-232-6348Image Description: .

4. Submission Dates and Times

If the application is not submitted by the deadline published in the FOA, it will not be processed. Office of Grants Services (OGS) personnel will notify the applicant that their application did not meet the deadline. The applicant must receive pre-approval to submit a paper application (see Other Submission Requirements section for additional details). If the applicant is authorized to submit a paper application, it must be received by the deadline provided by OGS.

a. Letter of Intent Deadline (must be emailed or postmarked by)

Due Date for Letter of Intent: **04/26/2017**

b. Application Deadline

Due Date for Applications: **05/22/2017** , 11:59 p.m. U.S. Eastern Standard Time, at www.grants.gov. If Grants.gov is inoperable and cannot receive applications, and circumstances preclude advance notification of an extension, then applications must be submitted by the first business day on which grants.gov operations resume.

Date for Information Conference Call

04/17/2017

2:00 - 3:00 PM, EST

Conference line - 1-866-817-3655

passcode - 7542241

5. CDC Assurances and Certifications

All applicants are required to sign and submit "Assurances and Certifications" documents indicated at http://wwwn.cdc.gov/ grantassurances/ (S(mj444mxct51lnrv1hljjjmaa)) /Homepage.aspx.
Applicants may follow either of the following processes:

- Complete the applicable assurances and certifications with each application submission, name the file "Assurances and Certifications" and upload it as a PDF file with at www.grants.gov
- Complete the applicable assurances and certifications and submit them directly to CDC on an annual basis at http://wwwn.cdc.gov/ grantassurances/ (S(mj444mxct51lnrv1hljjjmaa))/ Homepage.aspx

Assurances and certifications submitted directly to CDC will be kept on file for one year and will apply to all applications submitted to CDC by the applicant within one year of the submission date.

Duplication of Efforts

Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award (i.e. grant, cooperative agreement, or contract) submitted to another funding source in the same fiscal year. Programmatic overlap occurs when (1) substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or (2) a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source. Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salaries) are requested in an application but already are provided by another source. Commitment overlap occurs when an individual's time commitment exceeds 100 percent, whether or not salary support is requested in the application. Overlap, whether programmatic, budgetary, or commitment of an individual's effort greater than 100 percent, is not permitted. Any overlap will be resolved by the CDC with the applicant and the PD/PI prior to award.
Report Submission: The applicant must upload the report in Grants.gov under "Other Attachment Forms." The document should be labeled: "Report on Programmatic, Budgetary, and Commitment Overlap."

6. Content and Form of Application Submission

Applicants are required to include all of the following documents with their application package at www.grants.gov.

7. Letter of Intent

An LOI is required. Please include the following information in the LOI:

Descriptive title of proposed project:

- Name, address, telephone number, and email address of the Principal Investigator or Project Director, or both
- Name, address, telephone number, and e-mail address of the primary contact for writing and submitting this application
- Number and title of this FOA
- Other: Brief description of applicant's experience as it relates to the FOA and website or url of organization applying, if applicable

LOIs may be sent via email, U.S. express mail or delivery service to:

LaQuenda White

Attn: CDC-RFA-PS17-1708

Department of Health and Human Services

CDC Office of Financial Resources

Office of Grants Services

2920 Brandywine Rd, MS E-14

Atlanta, GA 30341

HKV3@cdc.gov

8. Table of Contents

(There is no page limit. The table of contents is not included in the project narrative page limit.): The applicant must provide, as a separate attachment, the “Table of Contents” for the entire submission package. Provide a detailed table of contents for the entire submission package that includes all of the documents in the application and headings in the "Project Narrative" section. Name the file "Table of Contents" and upload it as a PDF file under "Other Attachment Forms" at www.grants.gov.

9. Project Abstract Summary

(Maximum 1 page)
A project abstract is included on the mandatory documents list and must be submitted at www.grants.gov. The project abstract must be a self-contained, brief summary of the proposed project including the purpose and outcomes. This summary must not include any proprietary or confidential information. Applicants must enter the summary in the "Project Abstract Summary" text box at www.grants.gov.

10. Project Narrative

(Unless specified in the "H. Other Information" section, maximum of 20 pages, single spaced, 12 point font, 1-inch margins, number all pages. This includes the work plan. Content beyond the specified page number will not be reviewed.)
Applicants must submit a Project Narrative with the application forms. Applicants must name this file “Project Narrative” and upload it at www.grants.gov. The Project Narrative must include **all** of the following headings (including subheadings): Background, Approach, Applicant Evaluation and Performance Measurement Plan, Organizational Capacity of Applicants to Implement the Approach, and Work Plan. The Project Narrative must be succinct, self-explanatory, and in the order outlined in this section. It must address outcomes and activities to be conducted over the entire project period as identified in the CDC Project Description section. Applicants should use the federal plain language guidelines and Clear Communication

Index to respond to this Funding Opportunity Announcement. Note that awardees should also use these tools when creating public communication materials supported by this FOA. Failure to follow the guidance and format may negatively impact scoring of the application.

a. Background

Applicants must provide a description of relevant background information that includes the context of the problem (See CDC Background).

b. Approach

i. Purpose

Applicants must describe in 2-3 sentences specifically how their application will address the public health problem as described in the CDC Background section.

ii. Outcomes

Applicants must clearly identify the outcomes they expect to achieve by the end of the project period, as identified in the logic model in the Approach section of the CDC Project Description. Outcomes are the results that the program intends to achieve and usually indicate the intended direction of change (e.g., increase, decrease).

iii. Strategies and Activities

Applicants must provide a clear and concise description of the strategies and activities they will use to achieve the project period outcomes. Applicants must select existing evidence-based strategies that meet their needs, or describe in the Applicant Evaluation and Performance Measurement Plan how these strategies will be evaluated over the course of the project period. See the Strategies and Activities section of the CDC Project Description.

1. Collaborations

Applicants must describe how they will collaborate with programs and organizations either internal or external to CDC. Applicants must address the Collaboration requirements as described in the CDC Project Description.

2. Target Populations and Health Disparities

Applicants must describe the specific target population(s) in their jurisdiction and explain how such a target will achieve the goals of the award and/or alleviate health disparities. The applicants must also address how they will include specific populations that can benefit from the program that is described in the Approach section. Applicants must address the Target Populations and Health Disparities requirements as described in the CDC Project Description.

c. Applicant Evaluation and Performance Measurement Plan

Applicants must provide an evaluation and performance measurement plan that demonstrates how the awardee will fulfill the requirements described in the CDC Evaluation and Performance Measurement and Project Description sections of this FOA. At a minimum, the plan must describe:

- How applicant will collect the performance measures, respond to the evaluation questions, and use evaluation findings for continuous program quality improvement. The Paperwork Reduction Act of 1995 (PRA): Applicants are advised that any activities involving information collections (e.g., surveys, questionnaires, applications, audits, data requests, reporting, recordkeeping and disclosure requirements) from 10 or more individuals or non-Federal entities, including State and local governmental agencies, and funded or sponsored by the Federal Government are subject to review and

approval by the Office of Management and Budget. For further information about CDC's requirements under PRA seehttp://www.hhs.gov/ ocio/policy/collection/.
- How key program partners will participate in the evaluation and performance measurement planning processes.
- Available data sources, feasibility of collecting appropriate evaluation and performance data, data management plan (DMP), and other relevant data information (e.g., performance measures proposed by the applicant).

Where the applicant chooses to, or is expected to, take on specific evaluation studies, they should be directed to:

- Describe the type of evaluations (i.e., process, outcome, or both).
- Describe key evaluation questions to be addressed by these evaluations.
- Describe other information (e.g., measures, data sources).

Awardees will be required to submit a more detailed Evaluation and Performance Measurement plan (including the DMP elements) within the first 6 months of award, as described in the Reporting Section of this FOA.

d. Organizational Capacity of Applicants to Implement the Approach

Applicants must address the organizational capacity requirements as described in the CDC Project Description.

11. Work Plan

(Included in the Project Narrative's page limit)
Applicants must prepare a work plan consistent with the CDC Project Description Work Plan section. The work plan integrates and delineates more specifically how the awardee plans to carry out achieving the project period outcomes, strategies and activities, evaluation and performance measurement.

12. Budget Narrative

Applicants must submit an itemized budget narrative. When developing the budget narrative, applicants must consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program strategy outlined in the project narrative. The budget must include:

- Salaries and wages
- Fringe benefits
- Consultant costs
- Equipment
- Supplies
- Travel
- Other categories
- Contractual costs
- Total Direct costs
- Total Indirect costs

Indirect costs could include the cost of collecting, managing, sharing and preserving data.
Indirect costs will not be reimbursed under grants to foreign organizations, international organizations, and foreign components of grants to domestic organizations (does not affect indirect cost reimbursement to the domestic entity for domestic activities).
For guidance on completing a detailed budget, see Budget Preparation Guidelines at: http:// www.cdc.gov /grants /interested in applying /application resources.html.
If applicable and consistent with the cited statutory authority for this announcement, applicant entities may

use funds for activities as they relate to the intent of this FOA to meet national standards or seek health department accreditation through the Public Health Accreditation Board (see: http://www.phaboard.org). Applicant entities to whom this provision applies include state, local, territorial governments (including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Marianna Islands, American Samoa, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau), or their bona fide agents, political subdivisions of states (in consultation with states), federally recognized or state-recognized American Indian or Alaska Native tribal governments, and American Indian or Alaska Native tribally designated organizations. Activities include those that enable a public health organization to deliver public health services such as activities that ensure a capable and qualified workforce, up-to-date information systems, and the capability to assess and respond to public health needs. Use of these funds must focus on achieving a minimum of one national standard that supports the intent of the FOA. Proposed activities must be included in the budget narrative and must indicate which standards will be addressed.
Applicants must name this file "Budget Narrative" and upload it as a PDF file at www.grants.gov. If requesting indirect costs in the budget, a copy of the indirect cost-rate agreement is required. If the indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those Grantees under such a plan. Applicants must name this file "Indirect Cost Rate" and upload it at www.grants.gov.

13. Funds Tracking

Proper fiscal oversight is critical to maintaining public trust in the stewardship of federal funds. Effective October 1, 2013, a new HHS policy on subaccounts requires the CDC to set up payment subaccounts within the Payment Management System (PMS) for all new grant awards. Funds awarded in support of approved activities and drawdown instructions will be identified on the Notice of Award in a newly established PMS subaccount (P subaccount). Grantees will be required to draw down funds from award-specific accounts in the PMS. Ultimately, the subaccounts will provide grantees and CDC a more detailed and precise understanding of financial transactions. The successful applicant will be required to track funds by P-accounts/sub accounts for each project/cooperative agreement awarded.
Applicants are encouraged to demonstrate a record of fiscal responsibility and the ability to provide sufficient and effective oversight. Financial management systems must meet the requirements as described 2 CFR 200 which include, but are not limited to, the following:

- Records that identify adequately the source and application of funds for federally-funded activities.
- Effective control over, and accountability for, all funds, property, and other assets.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures to implement payment requirements.
- Written procedures for determining cost allowability.
- Written procedures for financial reporting and monitoring.

14. Intergovernmental Review

Executive Order 12372 does not apply to this program.

15. Pilot Program for Enhancement of Employee Whistleblower Protections

Pilot Program for Enhancement of Employee Whistleblower Protections: All applicants will be subject to a term and condition that applies the terms of 48 Code of Federal Regulations (CFR) section 3.908 to the award and requires that grantees inform their employees in writing (in the predominant native language of the workforce) of employee whistleblower rights and protections under 41 U.S.C. 4712.

16. Copyright Interests Provisions

This provision is intended to ensure that the public has access to the results and accomplishments of public health activities funded by CDC. Pursuant to applicable grant regulations and CDC's Public Access Policy, Recipient agrees to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript of any such work developed under this award upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, Recipient and/or the Recipient's submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). Recipient and/or Recipient's submitting author must also post the manuscript through PMC within twelve (12) months of the publisher's official date of final publication; however the author is strongly encouraged to make the subject manuscript available as soon as possible. The recipient must obtain prior approval from the CDC for any exception to this provision.

The author's final, peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process, and all graphics and supplemental material associated with the article. Recipient and its submitting authors working under this award are responsible for ensuring that any publishing or copyright agreements concerning submitted articles reserve adequate right to fully comply with this provision and the license reserved by CDC. The manuscript will be hosted in both PMC and the CDC Stacks institutional repository system. In progress reports for this award, recipient must identify publications subject to the CDC Public Access Policy by using the applicable NIHMS identification number for up to three (3) months after the publication date and the PubMed Central identification number (PMCID) thereafter.

17. Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Awardees may not use funds for research.
- Awardees may not use funds for clinical care except as allowed by law.
- Awardees may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, awardees may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the awardee.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
    - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
    - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC awardees.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

18. Data Management Plan

As identified in the Evaluation and Performance Measurement section, applications involving data collection must include a Data Management Plan (DMP) as part of their evaluation and performance measurement plan. The DMP is the applicant's assurance of the quality of the public health data through the data's lifecycle and plans to deposit data in a repository to preserve and to make the data accessible in a timely manner. See web link for additional information:
https://www.cdc.gov/grants/additionalrequirements/ar-25.html

19. Other Submission Requirements

a. Electronic Submission: Applications must be submitted electronically at www.grants.gov. The application package can be downloaded at www.grants.gov. Applicants can complete the application package off-line and submit the application by uploading it at www.grants.gov. All application attachments must be submitted using a PDF file format. Directions for creating PDF files can be found at www.grants.gov. File formats other than PDF may not be readable by OGS Technical Information Management Section (TIMS) staff.

Applications must be submitted electronically by using the forms and instructions posted for this funding opportunity at www.grants.gov.

If Internet access is not available or if the forms cannot be accessed online, applicants may contact the OGS TIMS staff at 770- 488-2700 or by e-mail at ogstims@cdc.gov, Monday through Friday, 7:30 a.m.–4:30 p.m., except federal holidays. Electronic applications will be considered successful if they are available to OGS TIMS staff for processing from www.grants.gov on the deadline date.

b. Tracking Number: Applications submitted through www.grants.gov are time/date stamped electronically and assigned a tracking number. The applicant's Authorized Organization Representative (AOR) will be sent an e-mail notice of receipt when www.grants.gov receives the application. The tracking number documents that the application has been submitted and initiates the required electronic validation process before the application is made available to CDC.

c. Validation Process: Application submission is not concluded until the validation process is completed successfully. After the application package is submitted, the applicant will receive a "submission receipt" e-mail generated by www.grants.gov. A second e-mail message to applicants will then be generated by www.grants.gov that will either validate or reject the submitted application package. This validation process may take as long as two business days. Applicants are strongly encouraged to check the status of their application to ensure that submission of their package has been completed and no submission errors have occurred. Applicants also are strongly encouraged to allocate ample time for filing to guarantee that their application can be submitted and validated by the deadline published in the FOA. Non-validated applications will not be accepted after the published application deadline date.

If you do not receive a "validation" e-mail within two business days of application submission, please contact www.grants.gov. For instructions on how to track your application, refer to the e-mail message generated at the time of application submission or the Grants.gov Online User Guide.
https:// www.grants.gov/help/html/help/index.htm? callingApp=custom#t= Get_Started%2FGet_Started. htm

d. Technical Difficulties: If technical difficulties are encountered at www.grants.gov, applicants should contact Customer Service at www.grants.gov. The www.grants.gov Contact Center is available 24 hours a day, 7 days a week, except federal holidays. The Contact Center is available by phone at 1-800-518-4726Image Description: or by e-mail at support@grants.gov. Application submissions sent by

e-mail or fax, or on CDs or thumb drives will not be accepted. Please note that www.grants.gov is managed by HHS.

e. Paper Submission: If technical difficulties are encountered at www.grants.gov, applicants should call the www.grants.gov Contact Center at 1-800-518-4726Image Description: or e-mail them at support@grants.gov for assistance. After consulting with the Contact Center, if the technical difficulties remain unresolved and electronic submission is not possible, applicants may e-mail CDC GMO/GMS, before the deadline, and request permission to submit a paper application. Such requests are handled on a case-by-case basis.
An applicant's request for permission to submit a paper application must:

1. Include the www.grants.gov case number assigned to the inquiry
2. Describe the difficulties that prevent electronic submission and the efforts taken with the www.grants.gov Contact Center to submit electronically; and
3. Be received via e-mail to the GMS/GMO listed below at least three calendar days before the application deadline. Paper applications submitted without prior approval will not be considered.

   If a paper application is authorized, OGS will advise the applicant of specific instructions for submitting the application (e.g., original and two hard copies of the application by U.S. mail or express delivery service).

E. Review and Selection Process

1. Review and Selection Process: Applications will be reviewed in three phases

a. Phase 1 Review
All applications will be initially reviewed for eligibility and completeness by CDC Office of Grants Services. Complete applications will be reviewed for responsiveness by the Grants Management Officials and Program Officials. Non-responsive applications will not advance to Phase II review. Applicants will be notified that their applications did not meet eligibility and/or published submission requirements.

b. Phase II Review

A review panel will evaluate complete, eligible applications in accordance with the criteria below.
i. Approach
ii. Evaluation and Performance Measurement
iii. Applicant's Organizational Capacity to Implement the Approach
Not more than thirty days after the Phase II review is completed, applicants will be notified electronically if their application does not meet eligibility or published submission requirements.

i. Approach	Maximum Points:50

- To what extent is the problem well described by the applicant? (5 points)
- To what extent does the applicant demonstrate an understanding of the purpose of the cooperative agreement? (5 points)
- To what extent does the applicant propose best practices in Coalition building, management, and communication? (7 points)
- To what extent does the applicant describe goals and activities consistent with the project description and logic model? (7 points)
- To what extent does the applicant describe goals and activities that are achievable over the life of the FOA? Is the applicant's timeline logical? (5 points)
- To what extent does the applicant's proposed activities support comprehensive health and wellness frameworks for STD/HIV prevention? (10 points)

- To what extent did the applicant present a work plan that aligns with the activities, strategies, outcomes and performance measures as described in the FOA? (10 points)
- Does the applicant suggest any new, novel or creative ways of or ideas for implementing the required activities? (1 point)

ii. Evaluation and Performance Measurement	Maximum Points:25

- To what extent does the applicant have a realistic plan to monitor and evaluate the proposed goals and activities? (6.25 points)
- To what extent does the plan provide baseline measures or include a plan as to how they will obtain baseline measures? (6.25 points)
- To what extent does the plan include one-year, and five-year overall target performance measures? Do these include process measures (the extent to which the program was implemented according to the program plan) and outcome measures? (6.25 points)
- To what extent does the applicant have a plan for using process and outcome data to improve the program and ensure long-term project success? (6.25 points)

iii. Applicant's Organizational Capacity to Implement the Approach	Maximum Points:25

- To what extent does the applicant have a realistic staffing plan? (1 point)
- To what extent did the applicant provide background, experience, and curricula vitae for key staff? (1 point)
- To what extent does the applicant demonstrate proposed project management's experience, background, and ability to plan, organize, secure and manage resources to successfully accomplish program activities? (3 points)
- To what extent does the applicant demonstrate past experience assembling and coordinating a diverse group of organizations and individuals? (5 points)
- To what extent does the applicant demonstrate positive and supportive collaborations with relevant organizations and individuals? (3 points)
- To what extent does the applicant have experience working with and communicating about sensitive topics such as sex and STDs? (4 points)
- To what extent does the applicant demonstrate experience developing high quality, health-related materials and resources for general public audiences including target populations? (3 points)
- To what extent does the applicant demonstrate experience developing high quality, health-related materials and resources for health care providers? (3 points)
- To what extent does the applicant demonstrate communication experience with the media? (1 points)
- To what extent does the applicant demonstrate communication in social media spaces? (1 points)

Budget

Reviewed, but not scored.

Although the budget is not scored, the applicant should consider the following in the development of their budget:

Ensure the itemized PS17-1708 budget and justification is reasonable and consistent with the stated objectives and planned program activities.

c. Phase III Review

Applications will be funded in order by score and rank determined by the review panel.

Review of risk posed by applicants.
Prior to making a Federal award, CDC is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information as appropriate. See also suspension and debarment requirements at 2 CFR parts 180 and 376.
In accordance 41 U.S.C. 2313, CDC is required to review the non-public segment of the OMB-designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, defined in 41 U.S.C. 134, over the period of performance. At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics. CDC may make a Federal award to a recipient who does not fully meet these standards, if it is determined that the information is not relevant to the current Federal award under consideration or there are specific conditions that can appropriately mitigate the effects of the non-Federal entity's risk in accordance with 45 CFR §75.207.
CDC's framework for evaluating the risks posed by an applicant may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If it is determined that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award. The evaluation criteria is described in this funding opportunity announcement.
In evaluating risks posed by applicants, CDC will use a risk-based approach and may consider any items such as the following:
(1) Financial stability;
(2) Quality of management systems and ability to meet the management standards prescribed in this part;
(3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
(4) Reports and findings from audits performed under subpart F 45 CFR 75 or the reports and findings of any other available audits; and
(5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
CDC must comply with the guidelines on government-wide suspension and debarment in 2 CFR part 180, and require non-Federal entities to comply with these provisions. These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

2. Announcement and Anticipated Award Dates

Successful applicants will received a Notice of Aware (NoA) from the CDC Office of Financial Resources. The NoA shall be the only binding, authorizing document between the recipient and CDC. The NoA will be signed by an authorized Grants Management Office and emailed to the program director. A hard copy of the NoA will be mailed to the recipient fiscal officer identified in the application.

Unsuccessful applicants will receive notification by mail.

Anticipated award date is 09/04/17

F. Award Administration Information

1. Award Notices

Awardees will receive an electronic copy of the Notice of Award (NOA) from CDC OGS. The NOA shall be the only binding, authorizing document between the awardee and CDC. The NOA will be signed by an authorized GMO and emailed to the Awardee Business Officer listed in application and the Program Director.

Any applicant awarded funds in response to this FOA will be subject to the DUNS, SAM Registration, and Federal Funding Accountability And Transparency Act Of 2006 (FFATA) requirements.

Unsuccessful applicants will receive notification of these results by e-mail with delivery receipt or by U.S. mail.

2. Administrative and National Policy Requirements

Awardees must comply with the administrative and public policy requirements outlined in 45 CFR Part 75 and the HHS Grants Policy Statement, as appropriate.
Brief descriptions of relevant provisions are available at http://www.cdc.gov/grants/additionalrequirements/index.html#ui-id-17.
The HHS Grants Policy Statement is available at http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf.

- *AR-4: HIV/AIDS Confidentiality Provisions*
- *AR-5: HIV Program Review Panel Requirements*
- *AR-6: Patient Care*
- *AR-8: Public Health System Reporting Requirements*
- *AR-9: Paperwork Reduction Act Requirements*
- *AR-10: Smoke-Free Workplace Requirements*
- *AR-11: Healthy People 2020*
- *AR-12: Lobbying Restrictions (June 2012)*
- *AR-13: Prohibition on Use of CDC Funds for Certain Gun Control Activities*
- *AR-14: Accounting System Requirements*
- *AR-15: Proof of Non-profit Status*
- *AR-16: Security Clearance Requirement*
- *AR-20: Conference Support*
- *AR-21: Small, Minority, And Women-owned Business*
- *AR 23: Compliance with 45 CFR Part 87 (faith-based organizations)*
- *AR-24: Health Insurance Portability and Accountability Act Requirements*
- *AR-25: Data Management and Access*
- *AR-26: National Historic Preservation Act of 1966*
- *AR-27: Conference Disclaimer and Use of Logos*
- *AR-29: Compliance with EO13513, "Federal Leadership on Reducing Text Messaging while Driving", October 1, 2009*
- *AR-30: Compliance with Section 508 of the Rehabilitation Act of 1973*
- *AR-34: Language Access for Persons with Limited English Proficiency*

For more information on the CFR visit http://www. access.gpo.gov/ nara/cfr/cfr-table- search.html

3. Reporting

Reporting provides continuous program monitoring and identifies successes and challenges that awardees encounter throughout the project period. Also, reporting is a requirement for awardees who want to apply for yearly continuation of funding. Reporting helps CDC and awardees because it:

- Helps target support to awardees;
- Provides CDC with periodic data to monitor awardee progress toward meeting the FOA outcomes and overall performance;
- Allows CDC to track performance measures and evaluation findings for continuous quality and program improvement throughout the project period and to determine applicability of evidence-based approaches to different populations, settings, and contexts; and
- Enables CDC to assess the overall effectiveness and influence of the FOA.

The table below summarizes required and optional reports. All required reports must be sent electronically to GMS listed in the "Agency Contacts" section of the FOA copying the CDC Project Officer.

a. Awardee Evaluation and Performance Measurement Plan (required)
With support from CDC, awardees must elaborate on their initial applicant evaluation and performance measurement plan. This plan must be no more than 20 pages; awardees must submit the plan 6 months into the award. HHS/CDC will review and approve the recipient's monitoring and evaluation plan to ensure that it is appropriate for the activities to be undertaken as part of the agreement, for compliance with the monitoring and evaluation guidance established by HHS/CDC, or other guidance otherwise applicable to this Agreement.

Awardee Evaluation and Performance Measurement Plan (required): This plan should provide additional detail on the following:

Performance Measurement

• Performance measures and targets
• The frequency that performance data are to be collected.
• How performance data will be reported.
• How quality of performance data will be assured.
• How performance measurement will yield findings to demonstrate progress towards achieving FOA goals (e.g., reaching target populations or achieving expected outcomes).
• Dissemination channels and audiences.
• Other information requested as determined by the CDC program.

Evaluation

• The types of evaluations to be conducted (e.g. process or outcome evaluations).
• The frequency that evaluations will be conducted.
• How evaluation reports will be published on a publically available website.
• How evaluation findings will be used to ensure continuous quality and program improvement.
• How evaluation will yield findings to demonstrate the value of the FOA (e.g., effect on improving public health outcomes, effectiveness of FOA, cost-effectiveness or cost-benefit).
• Dissemination channels and audiences.

HHS/CDC or its designee will also undertake monitoring and evaluation of the defined activities within the agreement. The recipient must ensure reasonable access by HHS/CDC or its designee to all necessary sites, documentation, individuals and information to monitor, evaluate and verify the appropriate implementation the activities and use of HHS/CDC funding under this Agreement.

b. Annual Performance Report (APR) (required)

The awardee must submit the APR via www.Grantsolutions.gov no later than120 days prior to the end of the budget period. This report must not exceed 45 pages excluding administrative reporting. Attachments are not allowed, but weblinks are allowed.
This report must include the following:

- **Performance Measures:** Awardees must report on performance measures for each budget period and update measures, if needed.
- **Evaluation Results:** Awardees must report evaluation results for the work completed to date (including findings from process or outcome evaluations).
- **Work Plan:** Awardees must update work plan each budget period to reflect any changes in project period outcomes, activities, timeline, etc.
- **Successes**
    - Awardees must report progress on completing activities and progress towards achieving the project period outcomes described in the logic model and work plan.
    - Awardees must describe any additional successes (e.g. identified through evaluation results or lessons learned) achieved in the past year.
    - Awardees must describe success stories.
- **Challenges**
    - Awardees must describe any challenges that hindered or might hinder their ability to complete the work plan activities and achieve the project period outcomes.
    - Awardees must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year.
- **CDC Program Support to Awardees**
    - Awardees must describe how CDC could help them overcome challenges to complete activities in the work plan and achieving project period outcomes.
- **Administrative Reporting** (No page limit)
    - SF-424A Budget Information-Non-Construction Programs.
    - Budget Narrative – Must use the format outlined in "Content and Form of Application Submission, Budget Narrative" section.
    - Indirect Cost Rate Agreement.

For year 2 and beyond of the award, awardees may request that as much as 75% of their estimated unobligated funds for carried over into the next budget period.

The carryover request must:

- Express a bona fide need for permission to use an unobligated balance;
- Include a signal, dated, and accurate Federal Financial Report (FFR) for the budget period from which funds will be transferred (as much as 75% of unobligated balances)
- Include a list of proposed activities, an itemized budget, and a narrative justification for those activities

Carryover requests and the budget portion are separate documents than the APR and should be labeled clearly. Carryover requests must be submitted separately than the APR. Carry over budgets should not be added into the APR budget. The grantee should clearly outline what is carryover and what is APR.

The awardees must submit the Annual Performance Report via www.Grantsolutions.gov no later than 120 days prior to the end of the budget period.

c. Performance Measure Reporting (optional)
CDC programs may require more frequent reporting of performance measures than annually in the APR. If this is the case, CDC programs must specify reporting frequency, data fields, and format for awardees at the beginning of the award period.

d. Federal Financial Reporting (FFR) (required)
The annual FFR form (SF-425) is required and must be submitted 90 days after the end of the budget period. The report must include only those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds, and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) cash transaction data. Failure to submit the required information by the due date may adversely affect the future funding of the project. If the information cannot be provided by the due date, awardees are required to submit a letter of explanation to OGS and include the date by which the Grants Officer will receive information.

e. Final Performance and Financial Report (required)
This report is due 90 days after the end of the project period. CDC programs must indicate that this report should not exceed 40 pages. This report covers the entire project period and can include information previously reported in APRs. At a minimum, this report must include the following:

- Performance Measures – Awardees must report final performance data for all process and outcome performance measures.
- Evaluation Results – Awardees must report final evaluation results for the project period for any evaluations conducted.
- Impact/Results/Success Stories – Awardees must use their performance measure results and their evaluation findings to describe the effects or results of the work completed over the project period, and can include some success stories.
- A final Data Management Plan that includes the location of the data collected during the funded period, for example, repository name and link data set(s)
- Additional forms as described in the Notice of Award (e.g., Equipment Inventory Report, Final Invention Statement).

4. Federal Funding Accountability and Transparency Act of 2006 (FFATA)

Federal Funding Accountability and Transparency Act of 2006 (FFATA), P.L. 109–282, as amended by section 6202 of P.L. 110–252 requires full disclosure of all entities and organizations receiving Federal funds including awards, contracts, loans, other assistance, and payments through a single publicly accessible Web site, http://www.USASpending.gov.
Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by applicants: 1) information on executive compensation when not already reported through the SAM, and 2) similar information on all sub-awards/subcontracts/consortiums over $25,000.
For the full text of the requirements under the FFATA and HHS guidelines, go to:

- https://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf,
- https://www. fsrs.gov/documents /ffata_legislation_ 110_252.pdf
- http://www.hhs.gov/grants/grants/grants-policies-regulations/index.html#FFATA.

5. Reporting of Foreign Taxes (International/Foreign projects only)

A. Valued Added Tax (VAT) and Customs Duties – Customs and import duties, consular fees, customs surtax, valued added taxes, and other related charges are hereby authorized as an allowable cost for costs incurred for non-host governmental entities operating where no applicable tax exemption exists. This waiver does not apply to countries where a bilateral agreement (or similar legal document) is already in place providing applicable tax exemptions and it is not applicable to Ministries of Health. Successful applicants will receive information on VAT requirements via their Notice of Award.

B. The U.S. Department of State requires that agencies collect and report information on the amount of taxes assessed, reimbursed and not reimbursed by a foreign government against commodities financed with funds appropriated by the U.S. Department of State, Foreign Operations and Related Programs Appropriations Act (SFOAA) ("United States foreign assistance funds"). Outlined below are the specifics of this requirement:

1) Annual Report: The grantee must submit a report on or before November 16 for each foreign country on the amount of foreign taxes charged, as of September 30 of the same year, by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant during the prior United States fiscal year (October 1 – September 30), and the amount reimbursed and unreimbursed by the foreign government. [Reports are required even if the grantee did not pay any taxes during the reporting period.]

2) Quarterly Report: The grantee must quarterly submit a report on the amount of foreign taxes charged by a foreign government on commodity purchase transactions valued at 500 USD or more financed with United States foreign assistance funds under this grant. This report shall be submitted no later than two weeks following the end of each quarter: April 15, July 15, October 15 and January 15.

3) Terms: For purposes of this clause:
"Commodity" means any material, article, supplies, goods, or equipment;
"Foreign government" includes any foreign government entity;
"Foreign taxes" means value-added taxes and custom duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

4) Where: Submit the reports to the Director and Deputy Director of the CDC office in the country(ies) in which you are carrying out the activities associated with this cooperative agreement. In countries where there is no CDC office, send reports to VATreporting@cdc.gov.

5) Contents of Reports: The reports must contain:
a. grantee name;
b. contact name with phone, fax, and e-mail;
c. agreement number(s) if reporting by agreement(s);
d. reporting period;
e. amount of foreign taxes assessed by each foreign government;
f. amount of any foreign taxes reimbursed by each foreign government;
g. amount of foreign taxes unreimbursed by each foreign government.

6) Subagreements. The grantee must include this reporting requirement in all applicable subgrants and other subagreements.

G. Agency Contacts

CDC encourages inquiries concerning this FOA.

Program Office Contact

For programmatic technical assistance, contact:

Rachel Kachur, Project Officer

Department of Health and Human Services

Centers for Disease Control and Prevention

1600 Clifton Road, MS E44
Atlanta, GA 30333

Telephone: (404) 639-2387

Email: rlk4@cdc.gov

Grants Staff Contact

For **financial, awards management, or budget assistance,** contact:

LaQuenda White, Grants Management Specialist

Department of Health and Human Services

Office of Grants Services

Centers for Disease Control and Prevention
2920 Brandywine Road, K69
Atlanta, GA 30341

Telephone: (770) 448-2648

Email: hkv3@cdc.gov

For assistance with **submission difficulties related to** www.grants.gov, contact the Contact Center by phone at 1-800-518-4726Image Description: .
Hours of Operation: 24 hours a day, 7 days a week, except on federal holidays.

For all other **submission** questions, contact:
Technical Information Management Section
Department of Health and Human Services
CDC Office of Financial Resources
Office of Grants Services
2920 Brandywine Road, MS E-14
Atlanta, GA 30341
Telephone: 770-488-2700Image Description:
E-mail: ogstims@cdc.gov

CDC Telecommunications for persons with hearing loss is available at: TTY
1-888-232-6348Image Description:

H. Other Information

Following is a list of acceptable attachments **applicants** can upload as PDF files as part of their application at www.grants.gov. Applicants may not attach documents other than those listed; if other documents are attached, applications will not be reviewed.

- Project Abstract
- Project Narrative
- Budget Narrative
- CDC Assurances and Certifications
- Report on Programmatic, Budgetary and Commitment Overlap
- Table of Contents for Entire Submission

For international FOAs:

- SF424
- SF424A
- Funding Preference Deliverables

Optional attachments, as determined by CDC programs:

- Resumes / CVs
- Position descriptions
- Letters of Support
- Organization Charts
- Non-profit organization IRS status forms, if applicable
- Indirect Cost Rate, if applicable

I. Glossary

Activities: The actual events or actions that take place as a part of the program.
Administrative and National Policy Requirements, Additional Requirements (ARs): Administrative requirements found in 45 CFR Part 75 and other requirements mandated by statute or CDC policy. All ARs are listed in the Template for CDC programs. CDC programs must indicate which ARs are relevant to the FOA; awardees must comply with the ARs listed in the FOA. To view brief descriptions of relevant provisions, see http:// www.cdc.gov/ grants/ additional requirements/ index.html. Note that 2 CFR 200 supersedes the administrative requirements (A-110 & A-102), cost principles (A-21, A-87 & A-122) and audit requirements (A-50, A-89 & A-133).
Approved but Unfunded: Approved but unfunded refers to applications recommended for approval during the objective review process; however, they were not recommended for funding by the program office and/or the grants management office.
Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements (e.g., cooperative agreements) in the form of money, or property in lieu of money, by the federal government to an eligible applicant.
Budget Period or Budget Year: The duration of each individual funding period within the project period. Traditionally, budget periods are 12 months or 1 year.
Carryover: Unobligated federal funds remaining at the end of any budget period that, with the approval of the GMO or under an automatic authority, may be carried over to another budget period to cover allowable costs of that budget period either as an offset or additional authorization. Obligated but liquidated funds are not considered carryover.
Catalog of Federal Domestic Assistance (CFDA): A government-wide compendium published by the General Services Administration (available on-line in searchable format as well as in printable format as a .pdf file) that describes domestic assistance programs administered by the Federal Government.
CFDA Number: A unique number assigned to each program and FOA throughout its lifecycle that enables

data and funding tracking and transparency.
CDC Assurances and Certifications: Standard government-wide grant application forms.
Competing Continuation Award: A financial assistance mechanism that adds funds to a grant and adds one or more budget periods to the previously established project period (i.e., extends the "life" of the award).
Continuous Quality Improvement: A system that seeks to improve the provision of services with an emphasis on future results.
Contracts: An award instrument used to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the Federal Government.
Cooperative Agreement: A financial assistance award with the same kind of interagency relationship as a grant except that it provides for substantial involvement by the federal agency funding the award. Substantial involvement means that the recipient can expect federal programmatic collaboration or participation in carrying out the effort under the award.
Cost Sharing or Matching: Refers to program costs not borne by the Federal Government but by the awardees. It may include the value of allowable third-party, in-kind contributions, as well as expenditures by the awardee.
Direct Assistance: A financial assistance mechanism, which must be specifically authorized by statute, whereby goods or services are provided to recipients in lieu of cash. DA generally involves the assignment of federal personnel or the provision of equipment or supplies, such as vaccines. DA is primarily used to support payroll and travel expenses of CDC employees assigned to state, tribal, local, and territorial (STLT) health agencies that are recipients of grants and cooperative agreements. Most legislative authorities that provide financial assistance to STLT health agencies allow for the use of DA. http:// www.cdc.gov /grants /additionalrequirements /index.html.
DUNS: The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit number assigned by Dun and Bradstreet Information Services. When applying for Federal awards or cooperative agreements, all applicant organizations must obtain a DUNS number as the Universal Identifier. DUNS number assignment is free. If requested by telephone, a DUNS number will be provided immediately at no charge. If requested via the Internet, obtaining a DUNS number may take one to two days at no charge. If an organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/ webform/displayHomePage.do.
Evaluation (program evaluation): The systematic collection of information about the activities, characteristics, and outcomes of programs (which may include interventions, policies, and specific projects) to make judgments about that program, improve program effectiveness, and/or inform decisions about future program development.
Evaluation Plan: A written document describing the overall approach that will be used to guide an evaluation, including why the evaluation is being conducted, how the findings will likely be used, and the design and data collection sources and methods. The plan specifies what will be done, how it will be done, who will do it, and when it will be done. The FOA evaluation plan is used to describe how the awardee and/or CDC will determine whether activities are implemented appropriately and outcomes are achieved.
Federal Funding Accountability and Transparency Act of 2006 (FFATA): Requires that information about federal awards, including awards, contracts, loans, and other assistance and payments, be available to the public on a single website at www.USAspending.gov.
Fiscal Year: The year for which budget dollars are allocated annually. The federal fiscal year starts October 1 and ends September 30.
Grant: A legal instrument used by the federal government to transfer anything of value to a recipient for public support or stimulation authorized by statute. Financial assistance may be money or property. The definition does not include a federal procurement subject to the Federal Acquisition Regulation; technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payments of any kind to a person or persons. The main difference between a grant and a cooperative agreement is that in a grant there is no anticipated substantial programmatic involvement by the federal government under the award.
Grants.gov: A "storefront" web portal for electronic data collection (forms and reports) for federal

grant-making agencies at www.grants.gov.

Grants Management Officer (GMO): The individual designated to serve as the HHS official responsible for the business management aspects of a particular grant(s) or cooperative agreement(s). The GMO serves as the counterpart to the business officer of the recipient organization. In this capacity, the GMO is responsible for all business management matters associated with the review, negotiation, award, and administration of grants and interprets grants administration policies and provisions. The GMO works closely with the program or project officer who is responsible for the scientific, technical, and programmatic aspects of the grant.

Grants Management Specialist (GMS): A federal staff member who oversees the business and other non-programmatic aspects of one or more grants and/or cooperative agreements. These activities include, but are not limited to, evaluating grant applications for administrative content and compliance with regulations and guidelines, negotiating grants, providing consultation and technical assistance to recipients, post-award administration and closing out grants.

Health Disparities: Differences in health outcomes and their determinants among segments of the population as defined by social, demographic, environmental, or geographic category.

Health Equity: Striving for the highest possible standard of health for all people and giving special attention to the needs of those at greatest risk of poor health, based on social conditions.

Health Inequities: Systematic, unfair, and avoidable differences in health outcomes and their determinants between segments of the population, such as by socioeconomic status (SES), demographics, or geography.

Healthy People 2020: National health objectives aimed at improving the health of all Americans by encouraging collaboration across sectors, guiding people toward making informed health decisions, and measuring the effects of prevention activities.

Inclusion: Both the meaningful involvement of a community's members in all stages of the program process and the maximum involvement of the target population that the intervention will benefit. Inclusion ensures that the views, perspectives, and needs of affected communities, care providers, and key partners are considered.

Indirect Costs: Costs that are incurred for common or joint objectives and not readily and specifically identifiable with a particular sponsored project, program, or activity; nevertheless, these costs are necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, and administrative salaries generally are considered indirect costs.

Intergovernmental Review: Executive Order 12372 governs applications subject to Intergovernmental Review of Federal Programs. This order sets up a system for state and local governmental review of proposed federal assistance applications. Contact the state single point of contact (SPOC) to alert the SPOC to prospective applications and to receive instructions on the State's process. Visit the following web address to get the current SPOC list: http://www.whitehouse.gov/omb/ grants_spoc/.

Letter of Intent (LOI): A preliminary, non-binding indication of an organization's intent to submit an application.

Lobbying: Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions, executive orders (legislation or other orders), or other similar deliberations at any level of government through communication that directly expresses a view on proposed or pending legislation or other orders, and which is directed to staff members or other employees of a legislative body, government officials, or employees who participate in formulating legislation or other orders. Grass roots lobbying includes efforts directed at inducing or encouraging members of the public to contact their elected representatives at the federal, state, or local levels to urge support of, or opposition to, proposed or pending legislative proposals.

Logic Model: A visual representation showing the sequence of related events connecting the activities of a program with the programs' desired outcomes and results.

Maintenance of Effort: A requirement contained in authorizing legislation, or applicable regulations that a recipient must agree to contribute and maintain a specified level of financial effort from its own resources or other non-government sources to be eligible to receive federal grant funds. This requirement is typically given in terms of meeting a previous base-year dollar amount.

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA): Document that describes a bilateral or multilateral agreement between parties expressing a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where the parties either do not imply a legal commitment or cannot create a legally enforceable agreement.
Nonprofit Organization: Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofit organizations include institutions of higher educations, hospitals, and tribal organizations (that is, Indian entities other than federally recognized Indian tribal governments).
Notice of Award (NoA): The official document, signed (or the electronic equivalent of signature) by a Grants Management Officer that: (1) notifies the recipient of the award of a grant; (2) contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and (3) provides the documentary basis for recording the obligation of Federal funds in the HHS accounting system.
Objective Review: A process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal. The review is intended to provide advice to the persons responsible for making award decisions.
Outcome: The results of program operations or activitIes; the effects triggered by the program. For example, increased knowledge, changed attitudes or beliefs, reduced tobacco use, reduced morbidity and mortality.
Performance Measurement: The ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals, typically conducted by program or agency management. Performance measurement may address the type or level of program activities conducted (process), the direct products and services delivered by a program (outputs), or the results of those products and services (outcomes). A "program" may be any activity, project, function, or policy that has an identifiable purpose or set of objectives.
Plain Writing Act of 2010: The Plain Writing Act of 2010 requires that federal agencies use clear communication that the public can understand and use. FOAs must be written in clear, consistent language so that any reader can understand expectations and intended outcomes of the funded program. CDC programs should use FOA plain writing tips when writing FOAs.
Program Strategies: Strategies are groupings of related activities, usually expressed as general headers (e.g., Partnerships, Assessment, Policy) or as brief statements (e.g., Form partnerships, Conduct assessments, Formulate policies).
Program Official: Person responsible for developing the FOA; can be either a project officer, program manager, branch chief, division leader, policy official, center leader, or similar staff member.
Project Period Outcome: An outcome that will occur by the end of the FOA's funding period.
Public Health Accreditation Board (PHAB): A nonprofit organization that works to promote and protect the health of the public by advancing the quality and performance of public health departments in the U.S. through national public health department accreditation http://www.phaboard.org.
Social Determinants of Health: Conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.
Statute: An act of the legislature; a particular law enacted and established by the will of the legislative department of government, expressed with the requisite formalities. In foreign or civil law any particular municipal law or usage, though resting for its authority on judicial decisions, or the practice of nations.
Statutory Authority: Authority provided by legal statute that establishes a federal financial assistance program or award.
System for Award Management (SAM): The primary vendor database for the U.S. federal government. SAM validates applicant information and electronically shares secure and encrypted data with federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). SAM stores organizational information, allowing www.grants.gov to verify identity and pre-fill organizational information on grant applications.
Technical Assistance: Advice, assistance, or training pertaining to program development, implementation,

maintenance, or evaluation that is provided by the funding agency.
Work Plan: The summary of project period outcomes, strategies and activities, personnel and/or partners who will complete the activities, and the timeline for completion. The work plan will outline the details of all necessary activities that will be supported through the approved budget.

FOA-specific Glossary and Acronyms